

3012 - ENGINEERING ASSISTANT II

NATURE OF WORK

Increasingly responsible technical, and clerical engineering work on assigned departmental projects.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Issues permits; inspects issued permits for compliance.
Inspects all City property for code and ordinance violations; corrects all violations where possible.
Provides testimony in lawsuits against City where applicable,
Maintains public records (underground utility atlases).
Produces civil drawings for new underground installations.
Produces drawings and/or copies of existing drawings and exhibits, legal, and engineering firm uses.
Attends preconstruction meetings with various firms and represents City's interests in project.
Processes water meter requests; processes outside cafe permit requests.
Provides guidance to new Engineering Assistants.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of surveying, drafting, or building construction practices.
Knowledge of general civil engineering terminology.
Ability to read and interpret blueprints and other engineering drawings.
Some skill in the use of a transit, level, and other surveying equipment.
Ability to prepare simple engineering drawings.
Ability to plan, coordinate and supervise the work of assigned engineering assistants in the preparation of prints, drawings and related drafting work;
Ability to establish and maintain effective working relations with City personnel, contractor personnel and the general public.

MINIMUM REQUIREMENTS

Employed by the City for the past one (1) year (based on full-time employment). Two (2) years full-time experience in civil engineering. Related education may substitute for up to one (1) year of experience. (8 college semester hours = 120 vocational/technical hours = 1 year experience). Valid Driver's license.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use

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and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with wide latitude for the use of independent judgment and is subject to review for compliance with divisional and departmental standards and objectives.

SUPERVISION EXERCISED

Usually none.

Rev. 3/99 (minimum req.)